

STANDARD OPERATING GUIDELINE



Associate Medical Director

Department: Operations

SOG#2241

Applicable to: All Staff

Effective Date: 1 Sept 2020

2 Pages

Authority: Chief Of Operations

Applicable CAAS Standard:

Revised Effective Date:

Purpose:

The purpose of this Standard Operating Guideline (SOG) is to outline the position of Brighton Volunteer Ambulance (BVA) regarding the role and responsibilities of the Agency Associate Medical Director.

Content:

Position Title: Associate Medical Director
Supervised By: Medical Director
Supervises: Clinical Care Program
Status: Contractual
Schedule: Fifty hours per year, as needed

Summary Description:

The Associate Medical Director is responsible to provide guidance and oversight of all areas of clinical care, in accordance with NYS Bureau of EMS Policy 11-03 "Providing Medical Direction". The agency will have minimally two medical directors, with the Associate Medical Director having specific responsibilities as outlined below.

Job Magnitude:

Department Staff: 0

Department Budget: As allotted by the the Chief

Structure:

The Associate Medical Director will work in conjunction with the Medical Director and Assistant Chief - Clinical Care, while reporting to the Chief of the Agency.

Essential Functions:

- Recommend the approval and/or dismissal of providers based on care related investigations and findings to the Medical Director, as outlined in the agencies QA/QI plan.
- Assure all protocols/clinical practices are current and appropriate to region guidelines, as well as State regulations.
- Review and aid in implementation specific agency programs including:
 - Community Health Programs,
 - QA/QI program improvement,
 - Clinical performance feedback.
- Perform periodic review of documentation involving high risk/low frequency interventions.

This document supersedes any documents on the topic dated prior to the effective date noted above.

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- Assist in the development of agency training to increase clinical proficiency, to include periodic didactic offerings of case reviews.
- Assist in establishing time and care standards in conjunction with regulatory outlines and Operations Team
- Complete quarterly ride time, and/or as needed time with specific providers.

Physical Environment, Working Conditions, and Challenges

- The position requires significant physical strength and dexterity and the ability to function in very adverse environments with exposure to numerous safety risks
- Will work on an Ambulance, Emergency Ambulance Response Vehicle, Training, and Office settings.
- Develop, propose, and implement programs that are responsive to the needs of the agency where little or no precedence may exist.
- Time pressures to develop these strategies which impact heavily on the agency.
- Support new programs and encourage all personnel to comply with current and new clinical programs and initiatives.
- Foster an environment of exceptional morale and professionalism.

Qualifications

- Licensed NYS Physician
- Credentialed by MLREMS as a Medical Director
- Develop and maintain understanding of Agency Operations.
- Strong knowledge of NYS EMS Laws, Policies, and regulations.

The Chief reserves the right to waive any of the minimum qualifications set forth above and consider any other qualifications or combination of qualifications that, in the Chief's opinion, will serve as an adequate substitute for those minimum qualifications.

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